

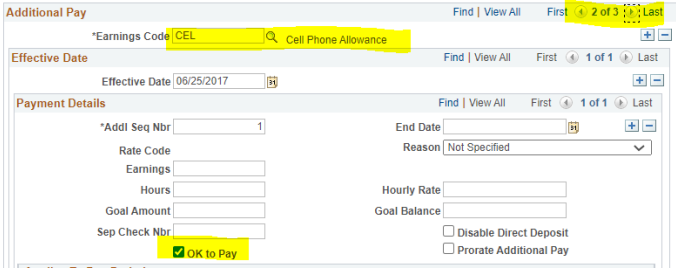


General Guidelines for Completing the PAF

Information for completing the PAF comes from PeopleSoft. For current information, route here:

Main Menu > Workforce Administration > Job Information > Job Data

Work Location	Job Information	Job Labor	Payroll	Salary Plan	Compensation	Emp Additional Pay	Employee Review
Work Location Tab <ul style="list-style-type: none">PositionWorking TitleDepartmentReports toReports to #Location	<div>Position Number: 00000702 Human Resources Analyst Override Position Data</div> <div>Position Entry Date: 05/12/2014 <input type="checkbox"/> Position Management Record</div> <div>Regulatory Region: USA United States</div> <div>Company: SPR City of Springfield</div> <div>Business Unit: SPR The City of Springfield</div> <div>Department: 02100 Human Resources</div> <div>Reports To: 00000701 Human Resources Director</div> <div>Supervisor ID: 2759 Chaim Hertz</div> <div>Location: 130 Human Resources</div> <div>Establishment ID: 001 City of Springfield</div>						
Job Information Tab <ul style="list-style-type: none">Job CodeJob TitleClassificationType of Position <p>FTE is under the Standard Hours section</p> <p>Click arrow next to USA Flag for FLSA status</p>	<div>Current </div> <div>Job Code: 810050 Accountant Workers' Comp Code: 8810</div> <div>Classification: MGTANL Management Analyst Entry Date: 04/30/2019</div> <div>Supervisor Level: Reports To: 00001450 Accounting Manager: 1716 Mary Allocco Department Entry Date: 06/25/2017</div> <div>Regular/Temporary: Regular Full/Part: Full-Time</div> <div>Empl Class: *Dept Director: None </div> <div>Regular Shift: Not Applicable Shift Rate: </div> <div>Classified Ind: Classified Shift Factor: <input type="checkbox"/> Sworn</div> <div> FLSA Status: Exempt</div> <div>*EEO Class: None of the Above </div>						
Job Labor Tab <p>Union (SEIU=OPE)</p>	<div>Union Code: OPE Oregon Public Employees Union</div> <div>Union Seniority Date: 11/18/2019 </div>						
Salary Plan Tab <p>Grade</p> <p>Step</p> <p>Next Merit Date</p>	<div>Salary Admin Plan: OPE OPEU Salary Plan</div> <div>Grade: B23 OPEU Grade B23</div> <div>Step: 8 </div> <div><input type="checkbox"/> Includes Wage Progression Rule</div> <div>Next Merit Date: 11/12/2022 </div> <div>Grade Entry Date: 11/18/2019 </div> <div>Step Entry Date: 11/12/2021</div>						
Compensation Tab <p>Hourly rate</p>	<div>Pay Components </div> <div>Amounts Controls Changes Conversion </div> <div>*Rate Code: Seq: Comp Rate: Currency:</div> <div>1 NAHRLY 0 33.440000 USD </div> <div>Calculate Compensation</div>						

Emp Additional Pay Tab <i>Review this tab for any additional pays the employee may be receiving.</i>	
Employee Review	<i>This tab will be blank until the employee is hired. After hire, this tab displays information related to the employee's review dates.</i>

Additional Pay Request Information

See Additional Pay Admin Regulation and Collective Bargaining Agreements for more information.

The city provides additional pay opportunities that are not part of the pay listed on the pay plan. Additional pays require approval or may require additional mandatory standards, certifications, or licenses to qualify. Such additional pay(s) include(s) but is not limited to payments for the following assignments and activities in compliance with the Oregon Pay Equity Act.

All Groups:

- Bilingual Pay: The passing test results must be attached to the PAF.
- Cell / Smart Phone Stipend: Must attach signed agreement form to the PAF.

AFSCME Specific Pays:

A copy of the certification or license must be attached to the PAF as back up documentation. See AFSCME bargaining agreement for a list of the licenses and certifications eligible for additional pay.

IAFF Specific Pays:

- EMT Pay: A copy of the certification or license must be attached to the PAF as back up documentation
- Hazardous Materials Team: The Eugene Springfield Department tracks hazardous materials team members. Documentation does not need to be provided with the PAF but must be available if requested.

Police Department Specific Pays:

- DPSST Certification – Pays do not stack. Include proof of certification with the PAF.
- Education – Include proof of degree with the PAF.
- Longevity – SPA only
- ORPAT – Test results must be submitted annually with the PAF. SPA only.
- Uniform Pay – Based on position held in department. May change with assignment.